

**Technical Assistance Document #001-11**  
**Request for Payments**  
**June 2011**

- **Providers must submit requests for payments (RFPs) within 6 months of date of service.** This will assist the Birth to 3 Connections program in measuring and reporting timely services to the federal Office of Special Education and expedite the billing process.
- **All attempts to serve a child should be documented on the RFPs form.** It is especially important to document this when making your first attempt to see a child. Please write the date of attempted service and comments such as “no show”. Due to IDEA Reauthorization 2004, SD had to define timely services. SD Birth to 3 Connections defines timely services as services beginning within 30 calendar days from the date the parent signs the IFSP. Documenting your attempts to serve a child will assist the Birth to 3 Connections program in assuring timely services are met.
  1. **Before Part C RFPs can be submitted to the state office, you must first receive a copy of the signed Payer of Last Resort (PLR) from the state office via mail.** This PLR is first filled out by your local service coordinator and then approved/signed by the state office. Providers may begin serving a child as soon as an IFSP is written but cannot bill for those services until an approved PLR has been received by the provider. **For providers who bill online, there is a report called Child List and Services by Provider which will show you the services which have been approved by state staff. Providers using the online billing system will not receive a PLR in the mail.**
- IFSP meetings cannot be billed for unless it is on the PLR form. Please keep close communication with your local service coordinator as to whether or not reimbursement for meetings is needed. Should you see something missing or inaccurate on the PLR (travel time, mileage etc.), please contact your service coordinator immediately so they can make corrections. Example; if **city** travel time is authorized on the PLR, do not add mileage. Mileage is only billable if the travel is rural. Please refer to Technical Assistance document # 002-11, first bullet called “Calculating number of units to bill.” This explains how city and rural travel is handled.
- When IFSP review meetings occur and changes are made regarding services, this ends the previous PLR. Therefore, providers need to wait for the updated PLR before billing again. Example: Initial PLR runs from 1/15/11 to 7/15/11. An IFSP review meeting occurs on 6/1/11 and changes are made to services. Provider need to wait for a new PLR that starts on 6/1/11 before billing again.
- Should requests for payment (bills) reflect more units of service, travel time and/or mileage than what has been approved on the IFSP and PLR, please explain the reasons why on the billing form. Examples: make up services being provided; route altered due to change in location of the child, etc. Remember that in order to change frequency/intensity of services on the IFSP, the service coordinator must set up an IFSP review meeting to get parent consent.

Thank you for your time. Remember, provider RFPs needs to be received in the Birth to 3 Connections office by the 5<sup>th</sup> of each month. To make sure the Birth to 3 Connections program has received the RFPs by the 5<sup>th</sup>, please allow sufficient mailing time. If RFPs are received after the 5<sup>th</sup>, these RFPs will be carried over to be paid the following month. Payments or checks from the State typically arrive by the first of the following month. If you have any questions, please contact Janet Penticoff at 773-6603 or by e-mail at [janet.penticoff@state.sd.us](mailto:janet.penticoff@state.sd.us).